APPENDICES TABLE OF CONTENTS

APPENDIX

1.	Request for Prior Authorization
2.	Environmental Review Record
3.	Project Budget, including Engineering Fee Schedule
4.	Local (Section 3) County Business and Employment Plan and
	Notice
5.	Minority- and Female-Owned Business Notice
6.	Non-Discrimination Policy
7.	Section 504 Requirements
8.	Residential Anti-displacement and Relocation Assistance Plan
9.	Fair Housing Certification
10.	Procurement and Contracting Process
11.	User Agreements
12.	Industry Agreements
13.	Project Management Plan
14.	Staffing and Operations Plan
15.	Blight Identification and Removal or Remediation Plan
16.	Program Income Plan
17.	Housing Program Design
18.	Façade Renovations Program Design
19.	Microenterprise Program Design
20.	CDBG Agreement Sample
21.	Record of Employees Hired and Referred
22.	Annual Activity and Beneficiary Report and Section 3 Summary
23.	Report Project Sign Requirements
24.	Model Filing System

26. CDBG Drawdown Request, Support Form and Instructions 27. Certification of Signatures and Address 28. **Budget Revision Worksheet** 29. **Construction Contract Documents** 30. Notice of Award Sample 31. Notice to Proceed with Construction Sample 32. Preliminary Acquisition Notice and the HUD Brochure When a Public Agency Acquires Your Property 33. Invitation to Accompany an Appraiser 34. Review Appraisal Report Sample 35. Statement for the Basis for the Determination of Just Compensation 36. Written Offer to Purchase 37. Statement of Settlement Costs 38. Notice of Intent Not to Acquire 39. Request for Wavier of Appraisals 40. Request for Donation of Land Parcel or Easement and Waiver of Right to an Appraisal 41. **Donation and Waiver Statement** 42. Waiver of Just Compensation 43. Acquisition File Checklists Utility Fee Schedule 44. 45. Labor Standards Checklist 46. Downtown Business Loan Fund Process Sample 47. Certified Payroll Report and Certification of Subcontractors on Site 48. Log of Payroll Reports 49. Log for Reviewing Employees on Payrolls 50. **Authorization of Payroll Deductions** 51. Records of Employee Interview (English and Spanish)

25.

Rehab File Checklist

- 52. Bidder Compliance Statement Certification Regarding EEO
- 53. Equal Employment Opportunity Checklist
- 54. Register of Assigned Employees
- 55. What You need to Know About Housing Rehabilitation Brochure
- 56. Monthly CDBG Register of Contractors, Subcontractors, and Suppliers
- 57. DHCD Housing Quality Standards, DHCD HQS Inspection Checklist and Certifications
- 58. Acknowledgement of Receipt of ECOA Notices and Disclosures
- 59. Substantial Reconstruction Worksheet
- 60. Ability-to-Pay and Loan Repayment Worksheets
- 61. Federal Construction Contract Language for Housing Rehab
- 62. Deed-of-Trust Sample
- 63. Deed-of-Trust Note Sample
- 64. Notice of Right to Cancel
- 65. Truth In Lending Disclosure Statement
- 66. Housing Rehab Contractor's Qualification Statement
- 67. This Appendix is Reserved for Future Use
- 68. Lead-Based Paint Requirements, Sample Forms and *Renovate**Right Brochure*
- 69. Asbestos and Asbestos Abatement
- 70. Energy Efficiency Green Building
- 71. Community Improvement Grant Disclosure Report
- 72. Income Certification for Job Benefit
- 73. Final Financial Report CDBG CIG
- 74. Final Evaluation Reports
- 75. Program Income Report
- 76. Leverage Report

